Employee Onboarding/Orientation Checklist
(Agency Guidance)

The Personnel Cabinet maintains a standard checklist, intended for agency use during the onboarding of new employees. It does not contain all agency specific information, so where additional items may be necessary, please supplement this listing accordingly. Please note that with prior Personnel Cabinet approval, agencies may utilize their own version of checklist, as long as it contains all of the information found on this standard version.

Upon completion, the checklist should be signed, dated, and stored in the agency personnel file.

The following provides additional information, as necessary, on the different items listed throughout the checklist.

IMMEDIATE ACTION ITEMS:

Employment Eligibility Verification Form (I-9) - This is a federal form that must be completed properly, timely, and must be maintained within the agency. A link to the IRS website, where this form is officially housed, is provided on the Personnel Cabinet's HR website under Resources/Forms/I-9.

KHRIS Work Schedule Request Form - When an employee/position requires a work schedule that does not already exist within KHRIS, the agency HR Administrator should complete and submit this form to the Personnel Cabinet via Business Request for review/approval/processing. It is available on the Personnel Cabinet's HR website under Resources/Forms/W.

Outside Employment Form - If an employee currently holds or is considering assuming another job, outside of and in addition to their state job, this request form should be completed and provided to the agency's appointing authority for internal approval. It is available to employees on the Personnel Cabinet website under Documents in Demand. It is also on the Personnel Cabinet's HR website under Resources/Forms/O.

Previous Qualifying Service Certification - If the employee previously held qualifying service and retired, they should complete this form to determine which new retirement plan they will fall under. It is available to employees on the Personnel Cabinet website under Documents in Demand. It is also on the Personnel Cabinet's HR website under Resources/Forms/P.

Tax Forms - The K-4 is the state tax form. The W-4 is the federal tax form. Please direct the employee to KHRIS Employee Self-Service: https://khris.ky.gov where they will see a link for 'Payment Information/Tax Withholding'.

A tutorial of this process (and others) is available on the Personnel Cabinet website under Resources/Training and Development/Employees.

Benefits - *Eligible* employees should be directed to KHRIS Employee Self-Service: https://khris.ky.gov where they will see a link for 'New Hire' which allows them to add dependents and make benefit selections for the current year.

Tutorials of these processes (and others) are available on the Personnel Cabinet website under Resources/Training and Development/Employees.

For benefit/plan information, please direct the employee to the Personnel Cabinet's website. Information is available under Benefits/Health Insurance and Benefits/Life Insurance. Paper enrollment forms are available through the Department of Employee Insurance, if necessary.

NOTE: Employees hired during open enrollment will enroll twice. They should first access ESS and enroll using the New Hire link. Once complete, they should wait one day and log in again to access the Open Enrollment link.

Employees *not eligible* for coverage **MUST** be provided the New Health Insurance Marketplace Coverage Options and Your Health Coverage notice. This is available on the Personnel Cabinet's HR website under Resources/Forms/M for Marketplace.

Direct Deposit - Information is available on the Personnel Cabinet's website under Benefits/Pay. Please direct the employee to KHRIS Employee Self-Service: https://khris.ky.gov where they will see a link for 'Personal Information / Bank Details for Direct Deposit' which allows them to add and then maintain bank information.

A tutorial of this process (and others) is available on the Personnel Cabinet website under Resources/Training and Development/Employees.

If the employee is uncomfortable completing this process online, the enrollment and update form can be completed and provided to the HR office for processing.

Note: Direct deposit is mandatory for new employees and can be accomplished with a personal bank account or a Payroll Card. Information on both is on the website as listed above.

EMPLOYEE BENFITS ITEMS:

Benefits- Optional Insurance Coverage - Full-time employees should be pointed to the information available on the Personnel Cabinet's website under Benefits/Optional Insurance, if they are interested in obtaining optional, non-state sponsored coverage from a carrier approved to participate in payroll deduction. It is the responsibility of the employee to contact an agency/carrier for information and/or to enroll. The agent/carrier will submit a deduction slip, signed by the employee, to the agency for set-up if the employee chooses to enroll.

Benefits- Retirement - The link provided takes employees to a document containing various retirement/tier information. It is for informational purposes only. If the employee has specific questions, they should be directed to KRS.

Deferred Compensation Authority - The link provided takes employees to a summary document containing various deferral information. It is for informational purposes only. If the employee has specific questions, they should be directed to Deferred Comp.

PAYROLL AND PERSONNEL ITEMS:

Charitable Giving: KECC - If the employee is interested in donating to the KECC more information is available on the Personnel Cabinet's website under Resources/Giving Back. Those hired during a campaign should complete the standard pledge form. Those hired outside of the campaign, should complete the new hire form.

FLSA Exempt Test - Visit the Personnel Cabinet's HR website (Resources/Position Information/FLSA) to determine if a non-exempt position needs to be tested. Please contact the Personnel Cabinet via Business Request if assistance is needed.

Overtime Compensation Election Form - Non-exempt employees have the choice of earning overtime pay or compensatory leave and are able to change their selection every three months using this form. It is available on the Personnel Cabinet website under Documents in Demand. It is also on the Personnel Cabinet's HR website under Resources/Forms/O.

Payroll Deferral - Please direct the employee to the Personnel Cabinet website (under Benefits/Pay) to view information on payroll deferrals. This is especially important in years where it is already known that the budget bill mandates this action. Information is also available in the Employee Handbook.

OTHER INFORMATION ITEMS:

Emergency Procedures - All agencies should have documented procedures for emergencies such as fire, tornado, etc. Please share this information with the employee and/or post in a common area and ensure employee is aware.

Employee Handbook - Please direct the employee to the Personnel Cabinet's website (under Documents in Demand) for access to this item. It is also accessible through KHRIS ESS. This handbook is reviewed and updated annually. You should remind employee's to review this document after the first of each year.

KHRIS ESS / Tutorials - Please direct the employee to the Personnel Cabinet website (Training and Development/Employees/KHRIS) where they can view all information and tutorials on KHRIS ESS.

Tobacco Ban Policy Acknowledgement Form - All employees are required to acknowledge the ban which was effective in November 2014. This form is available on the Personnel Cabinet's HR website under Resources/Forms/T.

Training - At a minimum, employees are required to complete Accurate Time Reporting and Security Awareness training. Both are available on the Personnel Cabinet's website under Training and Development/Employees-HR. Acknowledgement forms should be printed and signed for each and maintained within the agency file.

Other training requirements may apply and should be enforced as needed.

"Welcome to State Government" - Employee Reference Guide - This guide should be completed by the HR Administrator and provided to the employee, during onboarding, as a reference of their personal and position information. It is available on the Personnel Cabinet's HR website under Resources/Forms/W.